

# **24 Hour In-Service Audit**

## **Frequently Asked Questions**

➤ **Does my new officer have to complete 24 hours of in-service training?**

No, if your new officer graduated from BLEA in the calendar year you are auditing then they do not have to have an additional 24 hours of in-service until the next calendar year.

➤ **I have a new officer that came from out of state. They went through the Equivalency Academy this year and they are doing an in-house FTO program at our agency. Do they have to have an additional 24 hours of training to meet this mandate?**

No, if they went through the Equivalency Academy during the calendar year that you are auditing then they do not need an additional 24 hours to meet the mandate.

➤ **Does the 24 hours have to be CJTC training classes?**

No, the 24 hours can be any or a compilation of CJTC, vendor, or agency developed training as long as it is legitimate training (not agency specific training) and you have a completion certificate and/or documentation on file.

➤ **I took a class out of state, does that count towards the training mandate?**

Yes, as long as the training was not agency specific and is related to your law enforcement career it counts as long as you can prove the date completed, title of the class, and number of hours.

➤ **Can we count our first aid and firearms training to meet the mandate?**

Yes, the general rule is that as long as the training is not agency specific and the knowledge gained by the training can be transferred/useful throughout the officer's career then it counts towards the 24 hour mandate.

➤ **Our agency is implementing a new internal computer program to track leave usage and schedules and all employees are required to attend this training, can we count that in our 24 hours?**

No, this type of training is considered agency specific. The knowledge gained by this training would not be useful if your officers lateral to another agency, therefore it would not be counted.

➤ **Can we count time reading the Law Enforcement Digest (LED)?**

No. Reading the LED does not count as training. However, if someone in your agency develops training based on a LED and provides it to the agency personnel then that counts. Just be sure to document the topic and duration of the training and be prepared to explain/defend it if necessary.

➤ **Can the 24 hours of training be all from one course or does it have to be several topics?**

Yes, the training can be all from one course. For example, someone with one 40 hour Instructor Development course would be in compliance of the 24 hour in-service mandate.

➤ **We hired a lateral that came to us in June; can the training from their previous agency count?**

Yes, in fact the agency that employs the officer at the end of the year is responsible for their compliance with the mandate. You should request a training record from the previous agency and add any training from January to the time you hired them to any training you have given them and combined it should meet the 24 hour mandate.

➤ **What happens if my agency does not submit the declaration of compliance form that we have completed our own audit and that we are compliant?**

If you do not submit the declaration form to Leanna Bidinger, Statewide Regional Training Coordinator, by March 15th then your agency will be presumed non-compliant.

➤ **If we have an officer with medical, military, or paid administrative leave do they still have to complete 24 hours of training?**

Any officer with documented leave of more than one month can have the number of hours needed pro-rated with the formula of two hours per month of active duty. For example, an officer is on military duty from May 2nd through July 30th – this officer would still be required to have 18 hours of training for the year based on the pro-rated formula (9 months active duty x 2 hours per month =18 hours).

➤ **We had an officer on light duty for part or all of the year, are they exempt from the 24 hour training mandate?**

No, light duty does not exempt anyone from the mandate. Light duty also does not qualify for a pro-rate of the hours needed.

➤ **We had two officers retire this year and they did not complete 24 hours before they left, does that make us non-compliant?**

No, any officer that resigned or retired during the calendar year you are auditing no longer effects your agency status. You must account for all certified peace officers employed by your agency on December 31<sup>st</sup>.

➤ **Can Lexipol be used for training?**

Yes, as long as it is not Agency specific training (policy, equipment, HR). Each officer can count up to 8 hours of Lexipol per year, however you must be able to prove completion.

➤ **Can you count instructor hours as training hours?**

No, you can only count training hours that continue your education.

➤ **Can college hours count towards the mandated 24 hours?**

Yes, as long as it pertains to your career in Law Enforcement. One completed college class counts towards 24 hours of training.